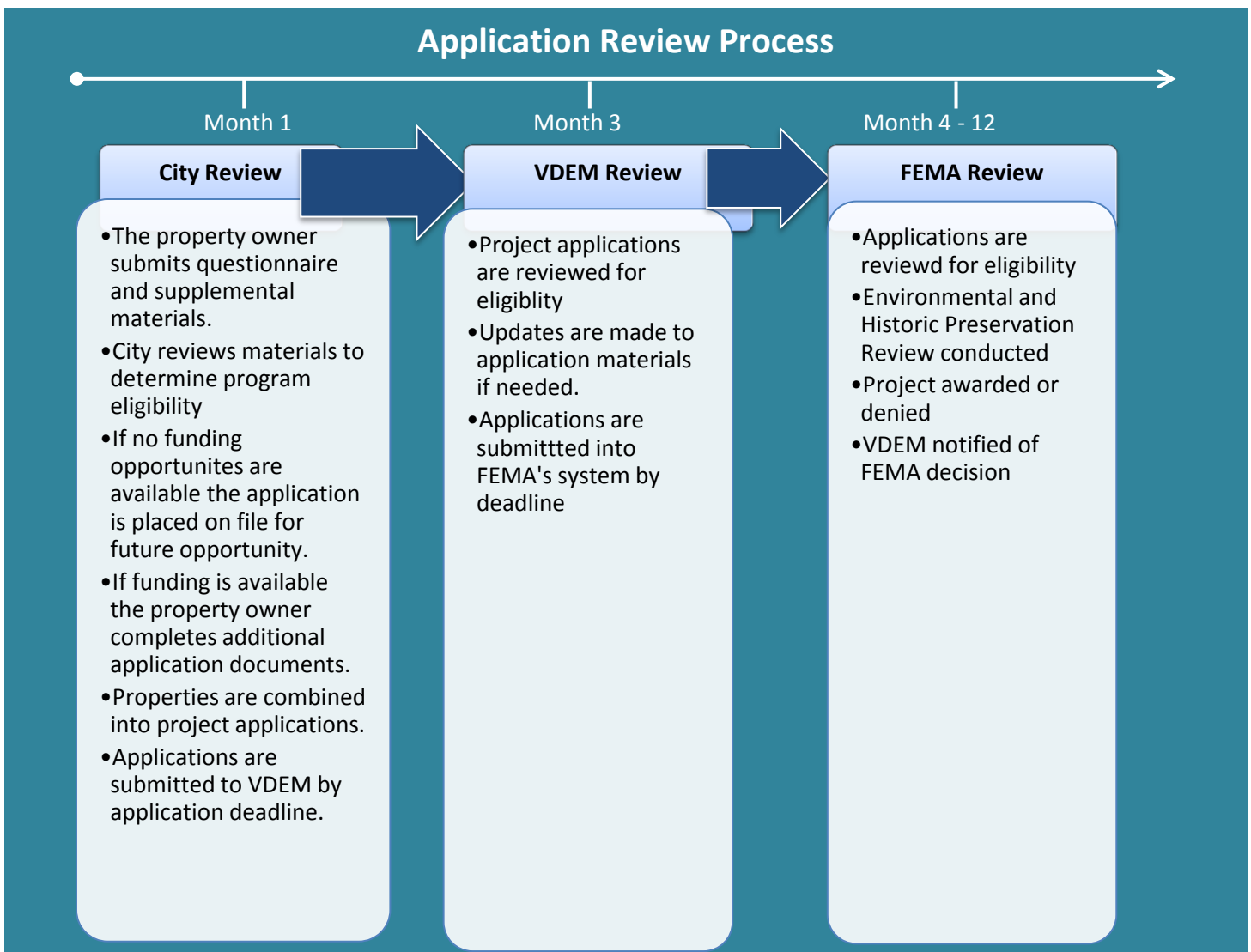




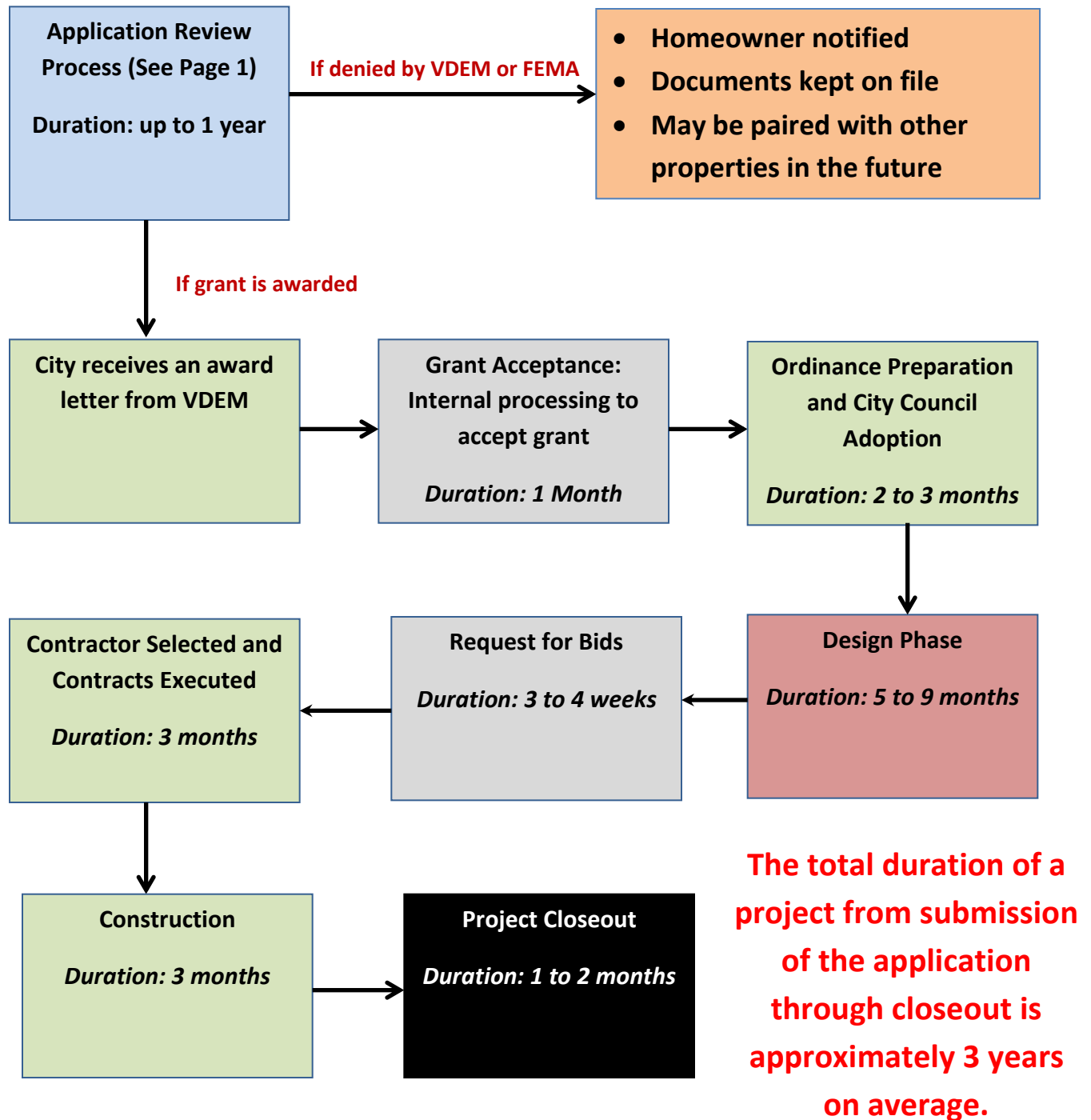
**N O R F O L K**  
**EMERGENCY PREPAREDNESS & RESPONSE**  
3661 East Virginia Beach Boulevard  
Norfolk, Virginia 23502  
Office: (757) 441-5600 Fax: (757) 455-0752

## **Flood Mitigation Assistance Grant Program Elevation Process**

The City of Norfolk partners with the Virginia Department of Emergency (VDEM) Management and Federal Emergency Management Agency (FEMA) to provide grants to elevate eligible properties. The diagram below provides an overview of the grant process. Questions related to this process should be directed to [latoya.vaughn@norfolk.gov](mailto:latoya.vaughn@norfolk.gov).



## Flood Mitigation Assistance Grant Program Elevation Process



Please note: The above diagram represents the general elevation process; the timeline may change as the project develops. Changes in the timeline are communicated to property owner.

## Flood Mitigation Assistance Grant Program Elevation Process

### Description of Application Status

	Phase	Description
1	City Review <i>Duration: 1 to 3 Months</i>	Property owners have submitted all required documentation and been notified that they will be included in a formal application. The city is preparing the formal application to be submitted to VDEM. The owner will be contacted if additional documents are needed.
2	VDEM Review <i>Duration: 1 to 2 months</i>	The application has been submitted to VDEM on or before the application deadline. Properties are being reviewed for eligibility and a formal application being prepared for submission to FEMA.
3	FEMA Review <i>Duration: 6 months to 1 year</i>	The application was submitted to FEMA by VDEM. FEMA is conducting their review.
4	If Denied	The application has been rejected by VDEM or FEMA. May be denied due to low Benefit Cost Analysis, Non-complaint Structure, or Uninsured Property, etc. Property owner will be notified of reason for rejection.
5	If Awarded	The city has received notification of an award from VDEM.
8	Grant acceptance	Signing of grant agreement by the City Manager.
6	Ordinance pending <i>Duration: 1 to 2 months</i>	The program coordinator will work with the City Attorney's office to prepare an ordinance to appropriate funds. The ordinance is coordinated with the Department of Finance and the City Manager's office to schedule a date to present the ordinance to City Council for action. Funds cannot be expended by the city until Council has adopted the ordinance.
7	Ordinance approved <i>Duration: 1 week</i>	City Council has voted to accept and appropriate funds. The city will proceed with internal processing to establish financial accounts.
9	Design development <i>Duration: 3 to 6 months</i>	A work order is issued to the city's engineering consultant to begin developing a scope of work and site plans.
10	Designs submitted to FEMA <i>Duration: 2 to 3 months</i>	The city receives the project plans from the engineering consultant and submits them to VDEM/FEMA for review. If any modifications are identified they are relayed to the engineering consultant.
11	Bid <i>Duration: 3 to 4 weeks</i>	The bid posting is advertised on the city's website, the Virginian Pilot.
14	Notice to proceed issue <i>Duration: 1 month</i>	A bid has been accepted and the contractor has been notified. The contractor will secure insurance and bonds for the project.
15	Contract Development <i>Duration: 2 months</i>	The program coordinator will work with the City Attorney's office to prepare two contract agreements. One agreement will contractor terms and the other will serve as a three party agreement to outline terms between the city, contractor, and homeowner.
16	Elevation construction <i>Duration: 60 to 90 days</i>	The homeowner will be required to move out of the property. In most cases the home can be elevated with possessions inside. Details will be coordinated during the construction phase.
17	Project Closeout <i>Duration: 30 to 60 days</i>	The city will conduct the final closeout with VDEM.